

**REQUEST FOR PROPOSALS**

**FOR**

**SERVICES FOR MCJFS PREVENTION,  
RETENTION AND CONTINGENCY PROGRAM  
(PRC), AND OHIO WORKS FIRST (OWF)**

Issued by  
**THE BOARD OF MAHONING COUNTY COMMISSIONERS  
THE MAHONING COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES  
(MCDJFS)**

**709 N. GARLAND AVENUE  
YOUNGSTOWN, OHIO 44501**

**(MARCH, 2006)**

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**REQUEST FOR PROPOSAL (RFP)  
SERVICES FOR MCJFS PREVENTION,  
RETENTION AND CONTINGENCY PROGRAM  
(PRC), AND OHIO WORKS FIRST (OWF)**

**MCDJFS MISSION STATEMENT**

We make a difference in the Mahoning County community by helping individuals and families achieve stability.

**1.0 GENERAL OVERVIEW**

**1.1 Introduction & Purpose of the Request for Proposal**

The Mahoning County Department of Job and Family Services (MCDJFS) is seeking proposals for the purchase of social services aimed at providing a seamless delivery of assistance to individuals who are eligible under the MCDJFS Prevention, Retention and Contingency Program (PRC) and Ohio Works First (OWF). The MCDJFS reserves the right to award multiple contracts for any service outlined in this RFP.

**1.2 Project Schedule**

<b>ACTION ITEM</b>	<b>DELIVERY DATE</b>
<b>Deadline for Proposals Received by County</b>	<b>April 7, 2006</b>
<b>Proposal Review Completed</b>	<b>May 20, 2006</b>
<b>Approximate Project Start-up</b>	<b>July 1, 2006</b>

MCDJFS will not be liable for any costs incurred prior to entering into a contract with the Provider.

### 1.3 Mahoning County Contact Person

The RFP, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current Mahoning County procurement procedures.

The **Mahoning County Contact Person** and mailing address to address questions about the bid process, technical issues, or the Scope of Service shall be:

**CHARLES VENABLE, RESEARCHER**  
*Mahoning County Department of Job and Family Services*  
*P.O. Box 600*  
*709 N. Garland Avenue*  
*Youngstown, Ohio 44501*  
Phone: 330/740-2600, ext. 8854  
Fax: 330/740-2617  
E-mail: [venabc@odjfs.state.oh.us](mailto:venabc@odjfs.state.oh.us)

### 1.4 Letter of Intent

Providers who want to receive updates regarding addenda or clarifications of response to this RFP are encouraged to submit a Letter of Intent by **4:00 PM the day of the Bidders' Conference**. All questions submitted prior to the Bidders' Conference will be answered at the Conference. After the Bidders' Conference, all questions and answers will be forwarded upon receipt of the Letter of Intent. The Letter of Intent **DOES NOT** commit the bidder to submit a proposal.

Fax, email, mail, or hand deliver a Letter of Intent addressed to Charles Venable using the information set forth above in Section 1.3

The Letter of Intent must state that the Provider intends to submit a proposal in response to this RFP and the name, title, address, telephone number, email address, and fax number of the Provider's contact person. A form has been provided (See **Attachment II**). MCDJFS will acknowledge receipt of the Letter of Intent by return fax or email and will direct all correspondence regarding addenda to or clarification of this RFP to the contact person. MCDJFS is NOT responsible for a malfunctioning fax machine and/or email account.

MCDJFS is not responsible for a bidder's failure to receive information before the Letter of Intent is received. A bidder may submit a proposal without a Letter of Intent; however, failure to submit a Letter of Intent will exclude the Provider for the notice list, which may result in missing notification of significant information regarding this RFP.

### **1.5 Bidder's Conference**

MCDJFS will hold a Bidder's Conference on March 24, 2006 from 9:00 AM until approximately 12:30 PM at the administrative offices of the Mahoning County Department of Job and Family Services, located at 709 North Garland Avenue. The purpose of the Bidder's Conference is to review the requirements of this RFP, to respond to participants' questions regarding the aspects of the RFP, and to answer any questions posed prior to the Conference. Although attendance at the Bidder's Conference is not required, **potential bidders are highly encouraged to attend.** Questions may be posed and answered in this forum that will significantly increase the ability of the bidder to submit a competitive proposal. Following the close of the Bidder's Conference, all questions from prospective bidders **must be submitted in writing via e-mail or fax** and will be answered, via email or fax, by MCDJFS with both the question and the answer disseminated to all bidders who have submitted a Letter of Intent. *MCDJFS staff is prohibited from conducting conversations with individual bidders regarding the RFP between the date of the RFP's release and the date of the proposal submission deadline.* The Bidder's Conference is the most effective opportunity for the bidder to gain an understanding of the focus and priorities of the RFP and to ensure that the bidder completely understands the submission requirements and processes.

### **1.6 Provider Disclosures**

Provider must disclose any pending or threatened court actions and/or claims against the Provider, parent company or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal.

### **1.7 Availability of Funds**

This RFP is conditioned upon the availability of federal, state, and/or local funds, which are appropriated or allocated for payment of the proposed services. If during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be canceled. MCDJFS will notify the Provider at the earliest possible time if this occurs. MCDJFS is under no obligation to compensate Provider for any expenses incurred as a result of the RFP process. If additional funding becomes available during the term of the contract, MCDJFS, at its discretion, reserves the right to amend Provider's contract to increase the contract value.

### **1.8 Conflict of Interest**

No Provider will promise, or give to any MCDJFS employee anything of value that could influence that employee in their decision on awarding contracts. No vendor will try to influence an employee of MCDJFS to violate any procurement policies of MCDJFS, the Ohio Revised Code, or Federal Procurement Regulations.

## **2.0 Submission of Proposal**

### **2.1 Preparation of Proposal**

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials, etc. are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs that relate to the submissions.

All proposals submitted shall become the property of MCDJFS. All proposals and associated documents will be considered public information and will be open for inspection to interested parties.

### **2.2 Proposal Cost**

The cost of developing proposals is the responsibility of the Provider and shall not be chargeable to MCDJFS under any circumstances. The Provider must certify that the proposal and its pricing will remain in effect for a minimum of one hundred twenty (120) days after the proposal submission date. All materials submitted in response to the RFP will become the property of MCDJFS and will be returned at the option of MCDJFS, and at the Provider's expense.

### **2.3 False or Misleading Statements**

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition contended by the Provider, may be rejected. If, in the opinion of MCDJFS, such information was intended to mislead MCDJFS in its evaluation of the proposal and the attribute, condition, or capability is a requirement of the RFP, the proposal will be rejected.

### **2.4 Provider Representative's Signature**

The proposal shall be signed by an individual who is authorized to contractually bind the Provider. The signature must indicate the title or position the individual holds in the agency or firm. Agencies or firms which sign contracts with the name of the agency or firm must provide the name of a corporate officer or executive director for signature validation by MCJFS. Any and all unsigned proposals will be rejected.

In submitting a proposal, the Provider affirms all statements contained in the proposal are true and accurate.

## **2.5 Delivery of Proposals**

Providers must mail or deliver one (1) signed original proposal and two (2) duplicates of the entire proposal to the **Mahoning County Department of Job and Family Services, Business Office, Attn: Lisa Bolotenny, 709 N. Garland Avenue, Youngstown, Ohio, 44501** no later than **4:00 p.m. EST on April 7, 2006**. It is the Provider's responsibility to ensure that MCDJFS has physically received the proposal and duplicates before the deadline. Proposals received after the deadline will not be considered. No telegraphic, facsimile, or telephone proposals will be accepted. If mailed, the Provider should use certified or registered mail, UPS, or Federal Express with return receipt requested.

**It is absolutely essential that Providers carefully review all elements in their final proposals. Once opened, proposals cannot be altered; however, MCDJFS reserves the right to request additional information (or respond to inquiries for clarification purposes only).**

## **2.6 Acceptance and Rejection of Proposals**

MCDJFS reserves the right to:

- Award a proposal received on the basis of individual items, or on the entire list of items.
- Reject any or all proposals, or any part thereof.
- Waive any informality in the proposals.

The waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Provider from full compliance with its specifications if the Provider is awarded the contract. MCDJFS reserves the right, at its discretion, to contract with any service provider for projects not included in this RFP.

## **2.7 Evaluation and Award of Contract**

### **Proposal Review and Evaluation**

Proposals which adhere to the minimum requirements will be deemed "Qualified." Those which do not will be deemed "Non-Qualified." "Non-Qualified" proposals will be placed in the inactive file. Partial submissions or proposals submitted after the designated deadline will be determined to be non-responsive and will be "Non-Qualified".



All qualified proposals will be reviewed, evaluated, and rated by MCDJFS staff. At any time during the review, and at any level of the review, County may request additional information from the Provider. Such information requests by the County and Provider's responses must always be in writing. Information may be requested from sources other than the written bid to evaluate the Provider.

Proposals will be evaluated on the following:

- strength and stability of the Provider to provide the requested services;
- ability to meet the project/program time lines;
- overall responsiveness, viability and completeness of the bid as well as the likelihood that, in County's opinion and at County's discretion, the bid best meets or exceeds County's specifications;
- scope of service being proposed;
- information in the Executive Summary;
- Provider references;
- personnel qualifications;
- distinguishing characteristics;
- cost of proposed service as per Attachment I;
- any other facts considered relevant by County and demonstrated by the bid or investigation by County;
- experience with a similar project of comparable size and scope;
- working partnerships with other initiatives relating to or engaged with MCJFS programs and priorities;
- previous service with Mahoning County;
- does the proposal clearly define the target population and need for services;
- does the proposal clearly describe the services to be delivered;
- are the goals and objectives clear, measurable, achievable, and results focused;
- quality and number of subcontractors; and
- subcontractor references.

- Deliverables shall be **Specific, Measurable, Attainable, Realistic, and Time limited.**
- Compliance with MCDJFS mission and philosophy.
- Collaboration/partnership
- Capacity of the entity to deliver services
- Fiscal stability

The Review Committee will be instructed to evaluate each proposal against the criteria on the ranking sheet. At any time during the review, and at any level of the review, the Review Committee may request additional information from the Provider. Such information requests by the County and Provider's responses must always be in writing.

All qualified proposals shall be reviewed by the Review Committee using a standard Proposal Review Evaluation Rating Sheet tailored specifically for this RFP. The number of evaluation points for each section varies according to the value assigned for that particular aspect of the program. The ranking system to be used is as follows:

<b><i>0 Ranking</i></b>	<b><i>Inadequate or unacceptable response</i></b>
<b><i>1 Ranking</i></b>	<b><i>Minimal Acceptance</i></b>
<b><i>2 Ranking</i></b>	<b><i>Fair</i></b>
<b><i>3 Ranking</i></b>	<b><i>Good</i></b>
<b><i>4 Ranking</i></b>	<b><i>Very Good</i></b>
<b><i>5 Ranking</i></b>	<b><i>Excellent</i></b>

The County reserves the right to invite Providers to make oral presentations on their proposal

## **2.8 Contract Award**

All contracts are subject to approval and funding by the Mahoning County Board of Commissioners. If the Board of Commissioners does not approve the contract and funding, the contract shall not be awarded. In the event that federal or state funds become unavailable, the contract shall be cancelled in accordance with the RFP and standard contract provisions.

Proposal selection does not guarantee that a contract for services will be awarded. The selection process includes:

- A. All proposals will be evaluated in accordance with **Section 2.7 Evaluation & Award of Contract**. The proposal is rated based on the criteria in the RFP.

- B. The County will work with the successfully selected providers to negotiate and finalize the details of the contract document.
- C. All contract documents will be performance driven. In order to obtain total funding under a contract, all goals must be met.
- D. If County and the Provider are able to successfully finalize the contract document details, Staff will recommend the Provider to the Board of Mahoning County Commissioners (BMCC) for a contract award.
- E. If Staff determines that County and Provider are unable to successfully come to terms regarding the contract, the County reserves the right to terminate contract discussions with the Provider. Accordingly, Staff will not recommend the Provider to the Board of Mahoning County Commissioners (BMCC). In this event, the County reserves the right to select another Provider from the RFP process, cancel the RFP or reissue the RFP if it is deemed necessary.

### **3.0 Terms and Conditions**

If a contract ensues, the contents of the RFP and the commitments set forth in the selected proposals shall be considered contractual obligations. Failure to accept these obligations may result in cancellation of the award.

#### **3.1 Type of Contract**

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract shall incorporate the terms, conditions and requirements of the RFP, the Provider's proposal, and all other agreements that may be reached.

The desired contract structure is one under which the Provider designs, develops, implements, trains, etc. and is solely responsible for the execution of the project/program and contract requirements.

If the Provider proposes a different type of approach, the Provider must describe the contractual protection offered to ensure successful implementation of the project. If Provider proposes a multi-Provider or sub-contractor approach, the Provider must clearly describe the responsibilities of each party and the performance assurances it will offer. The successful Provider's proposal, this RFP, and other applicable addenda will become part of the final contract. If the Provider is using subcontractors, the Provider must include a copy of the signed agreement between the Provider and subcontractor for inclusion in the contract that is finalized under this RFP.

#### **3.2 Contract Period, Funding & Invoicing**

A contract will be written for a period of **twelve (12) months** with an effective date of **July 1, 2006 or as soon as practical thereafter** and ending no later than June 30, 2007. MCDJFS may extend a contract for services related to this RFP process for an additional

12 months upon mutual consent of the parties and contingent upon the availability of funding and successful contract performance of the Provider. MCDJFS contracts are based upon reimbursement for services provided.

Contract reimbursement is based on reimbursement on a unit cost, upon approval of deliverables by MCDJFS. Provider can claim payment only for services based upon actual cost of delivery. Providers will submit invoices for the actual services provided and performance goals achieved. Invoices are to be submitted monthly and must be submitted by the fifth (5<sup>th</sup>) business day following the month preceding. Failure to submit invoices in a timely fashion shall result in the following prorated schedule: after ten (10) business days – ninety percent (90%) of invoice amount; after twenty (20) business days – eighty percent (80%) of invoice amount; after thirty (30) business days – seventy-five percent (75%) of invoice amount; after forty (40) business days – fifty percent (50%) of invoice amount; and after fifty (50) business days the agreement will terminate as provided for herein. The Provider will only be paid for services authorized by MCDJFS. Reimbursement will be processed within forty-five (45) days of receipt of invoices and any required documentation by MCDJFS. It is understood that MCDJFS may withhold a percentage of each payment pending attainment of all contract goals. Upon attainment of all goals, MCDJFS shall pay Provider all or a percent of holdback depending on the service provided. It is further agreed that the remaining retainage (holdback) shall be withheld by MCDJFS for final disposition after final approval of the MCDJFS Project Manager, whose approval will not be unreasonably withheld.

The Provider will be expected to submit written reports upon request and as defined in the contract. Reimbursement by MCDJFS is processed within forty-five (45) days of receipt of invoices and any required documentation.

### **3.3 Provider Certification Process**

For the selected Provider(s), the Provider Certification process will be completed prior to contract signing. The purpose of the process is to provide some assurance to the County that the Provider has the administrative capacity to effectively and efficiently manage the contract. The process covers three (3) key areas: Section A - basic identifying information; Section B - financial and administrative information; and Section C - quality assurance information.

### **3.4 Confidentiality and Security**

Any Provider or contractor engaging in any service for MCDJFS requiring them to come into contact with confidential MCDJFS information will be required to hold confidential such data made available to them.

### **3.5 Delinquent Property Tax Statement**

Prior to the contract signing, the selected Provider shall submit a statement affirmed under oath that at the time the bid was submitted, the Provider was not charged with any

delinquent personal property taxes on the general tax list of personal property for Mahoning County, Ohio or that the Provider was charged with delinquent personal property taxes on said list, in which case the statement shall set forth the amount of such due and unpaid delinquent taxes as well as any due and unpaid penalties and interest thereon (Attached Affidavit).

If the statement indicates any delinquent taxes, a copy of the statement will be transmitted to the County Treasurer within thirty (30) days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to the contract, unless the statement has been incorporated and payment has been made or payment plan arrangements have been finalized with the County.

### **3.6 Certifications**

Prior to the contract signing, the selected Provider shall submit a statement affirmed under oath, stating that:

1. Provider certifies and affirms that Provider has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable Statutes.
2. Provider certifies and affirms that Provider is not on the list established by the Ohio Secretary of State, pursuant to Ohio Revised Code Section 121.23 which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.
3. Provider certifies and affirms that Provider either is not subject to a finding for recovery under Ohio Revised Code Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio. It is understood that per Ohio Revised Code Section 9.24, MCDJFS will check the state website to ensure that there are no findings of recovery concerning the Provider.

## **4.0 REQUIREMENTS & SPECIFICATIONS**

### **4.1 Project Overview(s)**

**MCDJFS is committed to the successful implementation of Ohio Works First (OWF) and the Federal Temporary Assistance to Needy Families (TANF) Goals which are as follows:**

- 1. To provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives – This goal only covers needy families so children may live with their parents or other relatives. It does not cover children living with non-relatives. A needy family is one that meets the income and/or resource standards established in the Mahoning County PRC plan, which is available on the following website: <http://www.mahoningcountyoh.gov>.**
- 2. To end the dependence of needy families on government benefits by promoting job preparation, work and marriage – This goal is to assist needy parents, including a non-custodial parent or a working parent, by providing employment, job preparation, or training services. Examples of potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, and employment services designed to increase the non-custodial parent's ability to pay child support. Activities that promote any one of the following objectives would be consistent with this purpose: job preparation, work, and marriage.**
- 3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numeric goals for preventing and reducing the incidence of these pregnancies. This purpose is not limited to needy families. However, delivery of services to the non-needy must meet criteria set forth in the Mahoning County PRC plan. Potential activities that would be reasonably calculated to accomplish this purpose include family planning, clinical and follow-up services, abstinence programs, visiting nurse services and programs, and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session.**
- 4. To encourage the formation and maintenance of two-parent families – A significant share of OWF families consist of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support, but would like to do much more. Historically, the fathers have found limited employment opportunities, and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children. Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and supervision; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and to increase the capacity of fathers to provide emotional and financial support for their children; and crisis and intervention services.**

Through local flexibility and planning, MCDJFS desires to meet the needs of our participants through Prevention Retention and Contingency (PRC) Programs as well as

OWF. Individuals eligible for services must meet the eligibility guidelines of the Mahoning County PRC Program. All programs and proposals submitted must conform to the eligibility requirements outlined in the PRC Program.

If, as a Provider, you have a program that meets one of the four goals listed above, you are encouraged to submit a proposal.

The County encourages collaborations among Providers, community based agencies and/or employers to offer services and programs. A stand-alone agency may also have necessary capacities. Community based agencies can enhance a collaboration's understanding of family needs, strengths, motivations, and values as affected by family circumstances and ethnic and cultural backgrounds. These agencies also offer accessibility, with staff and services well known to the community they serve. They may offer: 1) ongoing services for family members developed in response to family interests and needs in their communities; 2) awareness of community resources/ assets; and 3) capacity for providing families with ongoing "natural" supports after formal services are ended.

A copy of the PRC is available at [www.mahoningcountyoh.gov](http://www.mahoningcountyoh.gov) .

#### **4.2 Provider Project Requirements**

- A. Services will be flexible and individualized allowing participants to progress at their own rate; however, group participation inclusive of family (support unit) is encouraged.
- B. To the degree feasible, services should be accessible (located where population is concentrated), offering inviting surroundings that are family friendly and culturally responsive (as appropriate to the service), and using staff who are culturally competent and representative of the target population. Program design must take into account the norms, values and problem solving strategies of participants' ethnic or cultural background and life experiences.
- C. Services should promote financial stability.
- D. Services are expected to have measurable program outcomes and practices in place for ongoing program evaluation and improvement.

#### **4.3 Performance Goals & Outcome Measures**

Providers will be required to track and measure program outcomes and other indicators of program performance. Examples of other measures Providers may be asked to collect vary by service but might include:

1. Percentage (%) and number of clients who maintained, increased, or decreased employment.
2. Percentage of clients referred for expunging.

3. Number of participants referred to the program that start and complete the program.
4. Attendance reports on each participant.
5. Participants referred to other services to assist them in reducing barriers.
6. Number of referrals to community agencies and report on outcome of referral.

## **5.0 Bid Format**

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Proposals must contain all the elements of information specified **without exception**. Proposal sections must be numbered corresponding to the following format:

Section 1 - Cover Sheet

Section 2 - Executive Summary

Section 3 - Scope of Service

Section 4 - Provider References

Section 5 - Personnel Qualifications

Section 6 - Distinguishing Characteristics

Section 7 - Cost of Proposed Service

Section 8 – Unit of Service Cost

### **5.1 Section 1 Cover Sheet**

Each proposal must be signed by an authorized representative of the Provider and also include the names of individuals authorized to negotiate with County. The signature line must indicate the title or position the individual holds in the company. Any and all unsigned proposals will be rejected.

### **5.2 Section 2 Executive Summary**

Provide the following information relative to your agency or company.

#### **A. Location of Agency/Company**

Provide the address for the Provider's headquarters or name of the Provider's local office nearest to the City of Youngstown, Ohio (if applicable). Include a contact name, address, and phone number.



## **B. Provider's Primary Business**

State the Provider's primary line of business, the date established, the number of years of relevant experience, and the number of employees.

## **C. Provider Ownership**

Describe how the Provider is owned (include the form of business entity -i.e., non-profit corporation, partnership or sole proprietorship) and financed.

## **D. Provider History**

Provide a brief history of Provider's organization. Briefly state the programmatic and administrative experience qualifying the Provider to perform the proposed services. Include the Provider's mission statement, philosophy of service and any special qualifications. Provide information on community involvement and community partnerships. Provide a brief description of the Provider's knowledge of population to be served as well as TANF and Welfare Reform.

## **E. Attachments - Include the following:**

1. A Table of Organization that clearly distinguishes programs, channels of communication and the relationship of the proposed purchase of service to the total company. Attach to the original proposal and all copies.
2. Articles of Incorporation. Copy needed for original proposal only. Include a copy of the Provider's Articles of Incorporation (filed with the Secretary of State's Office) or statement of Provider's status (i.e.; local political subdivision).
3. A current certificate of insurance. If selected for a contract, the following insurance coverage is required:
  - 1) Workers' Compensation Insurance,
  - 2) If the operation of an automobile is necessary to the performance of the contract, automobile insurance must be included with the amount of one million dollars (\$1,000,000) per claim, and amount of three million dollars (\$3,000,000) in the annual aggregate,
  - 3) A policy of professional liability and commercial general liability insurance with limits in one million dollars (\$1,000,000) per claim, and three million dollars (\$3,000,000) in the annual aggregate, and
  - 4) All policies shall name MCDJFS and the Mahoning County Board of Commissioners as Additional Insured.

Current workers' compensation and insurance certificates must be attached to the original proposal and all copies.

4. A copy of the Provider's most recent annual report, the most recent independent annual audit report, and a copy of all management letters related to the most recent independent annual audit report and the most recent 990.

For partnership and sole proprietorships, include a copy of the 2003 and 2004 federal income tax reports, a 2004 year end balance sheet and income statement. If no audited statements are available, Provider must supply equivalent financial statements certified by Provider to fairly and accurately reflect the Provider's financial status. Copy needed for original proposal only.

5. Job descriptions for all positions in the project/program budget. Attach to the original proposal and all copies.
6. Daily service/attendance form. Include a blank copy of the forms used to record services provided. Information must include date of service, beginning and end time of service, names of all participants who received service, and name of the instructor or social worker. Also include forms used to record participant progress. Attach to the original proposal and all copies.
7. Program quality documents: Attach documents which describe and support program quality. Such documents might be the forms used for monitoring and evaluation or copies of awards received for excellent program quality. Attach to the original proposal and all copies.
8. A copy of the Provider's brochures which describe the service being purchased (if applicable). Attach to the original proposal and all copies.
9. Description of the Provider Organization's computer/Management Information Systems (MIS) capabilities.

## **F. Statements of Cooperation**

If, in the design of the proposal, more than one agency/business will be providing services, the vendor must identify if the other party(ies) will be a partner or a subcontractor and submit a Partnership or Subcontractor Statement. These are **NOT** letters of support.

### **A. Partnership Agreement (If applicable)**

If the program is designed as a partnership, the proposal will not be reviewed or considered for funding unless it is accompanied by a Partnership Agreement signed by an authorized representative of the partner organization that verifies

the partnership and includes the following:

- Outline of the relationship between the partners
- Clear definition of the role that each partner will assume in the implementation of the project
- Name and contact number of the authorized representative in order to confirm the details of the relationship

**B. Subcontract Agreement (If applicable)**

If the provider plans to have a subcontractor, the proposal will not be reviewed or considered for funding unless it is accompanied by a Subcontractor Agreement signed by an authorized representative of the subcontractor that verifies the relationship. The statement should include the following:

- Outline of the relationship between the provider and the subcontractor
- Clear definition of the role that each vendor will assume in the implementation of the project
- Name and contact number of the authorized representative in order to confirm the details of the relationship
- All subcontractors must be approved by MCDJFS and will be held to the same contract standards as the Provider

**5.3 Section 3 Scope of Service**

Provide a detailed description of the Scope of Services to be provided. Include a statement describing how Provider resources and experiences will support this project/program. The Provider should also clearly state its competitive advantage and its ability to meet the terms, conditions, and requirements as defined in this RFP.

**5.4 Section 4 Provider References**

The Provider must list at least two (2) references for which products/services were sold/provided similar in nature and functionality to those requested by MCDJFS. Each reference must be accompanied by:

- Company name
- Address
- Phone number & fax number
- Contact person
- Nature of relationship and service performed
- Time period of contract

If references cannot be provided, explain why.

## **5.5 Section 5 Personnel Qualifications**

For key personnel who will be working on the project/program, please submit resumes with the following:

- Proposed role
- Industry certification(s)
- Work history
- Personal reference (company name, contact name and phone number, scope and duration of project/program)

## **5.6 Section 6 Distinguishing Characteristics**

Providers are encouraged to identify their package or service's distinguishing characteristics. These characteristics may be beyond the scope of this project/program if the Provider deems they would provide value to the long-term goals of MCDJFS.

## **5.7 Section 7 Cost of the Proposed Services**

- A. Total cost of the project/program is a key factor in the evaluation of the proposals. Specify the cost for the various parts of the project/program. Cost must be broken down by type of work as well as qualifications of staff, i.e., senior project/program manager vs. lower level position. Total project/program cost must be listed on the Cover Sheet.
- B. Provider must provide a detailed narrative that demonstrates how costs are related to the service presented in the proposal.
- C. **“Unallowable”** project/program costs include bad debt, bonding costs, contingencies, contributions or donations, entertainment costs, costs of alcoholic beverages, goods or services for personal use, fines, penalties and mis-charging costs, gains and losses on disposition or impairment of depreciable or capital assets, interest and other financial costs, losses on other contracts, organization costs, costs related to legal and other proceedings, goodwill, asset valuations resulting from business combinations, and legislative lobbying costs.

If a Provider believes that some of the “unallowable” costs listed above would be an appropriate expense for this project/program, Provider must explain the reasoning in detail and submit the justification. MCDJFS reserves the right to determine if the cost(s) will be allowable or unallowable for this project/program.

- D. Provider costs must be in compliance with applicable OMB circular(s), which can be found at <http://www.whitehouse.gov/omb/circulars/index.html>.

## **5.8 Section 8 Unit of Service Cost**

Provider must indicate how they arrived at their Unit of Service Cost.

**Attachment I**

**PROVIDER BUDGET**  
Summary Sheet

<b>Provider</b>	
-----------------	--

<b>1. Staff</b>	<b>Estimated Amount</b>
A. Salaries	\$
B. Payroll-Related Expenses	\$
<b><i>Total Staff Costs</i></b>	\$
<b>2. Operations</b>	
A. Travel and Short-Term Training	\$
B. Consumable Supplies	\$
C. Occupancy Costs	\$
D. Contract and Professional Services	\$
E. Other - Miscellaneous	\$
<b><i>Total Operational Costs</i></b>	\$
<b>3. Equipment</b>	
A. Equipment Subject to Depreciation	\$
B. Small Equipment Purchases	\$
C. Leased and Rented Equipment	\$
<b><i>Total Equipment Costs</i></b>	\$
<b><i>Sub-Total of All Costs</i></b>	\$
<b>4. MINUS Fees Collected by the Provider</b>	\$
<b><i>Total Program Costs</i></b>	\$

#### 1. A. Salaries

Position Title	Number of Positions	Annual Salary	Percent of Time to	Reimbursable Salary
----------------	---------------------	---------------	--------------------	---------------------

	Requested		Program	
		\$		\$
Total Reimbursable Salaries				\$

#### 1. B. Payroll-Related Expenses

Item	Payroll-Related Expenses
PERS or Social Security	\$
Worker's Compensation/Unemployment Insurance/Medicare	
Retirement Expense	
Hospitalization Insurance Premium	
Other ( <i>identify</i> )	
Expenses	Total Payroll-Related Expenses
	\$

#### 2. A. Travel and Short-Term Training

--	--

Mileage Reimbursement	\$
Short-Term Training	
<b>Training</b>	<b>Total Travel and Short Term</b>
	\$

## 2. B . Consumable Supplies

Type	Consumable Supplies
Office Supplies	\$
Cleaning Supplies	
Other ( <i>identify</i> )	
<b>Supplies</b>	<b>Total Consumable</b>
	\$

## 2. C. Occupancy Cost

<input type="checkbox"/> Rental @ \$_____per square foot or	\$
<input type="checkbox"/> Usage allowance/depreciation @ ____% rate of original acquisition cost of \$_____ by Program Square Footage Percentage (Program Square Footage _____ divided by Provider Square Footage _____ = ____%)	\$
<input type="checkbox"/> Maintenance and Repairs	\$
<input type="checkbox"/> Utilities ( <i>if not included in rent</i> ) Heat and Light \$ Telephone Water	\$
<b>Occupancy Cost</b>	<b>Total</b>
	\$



## **2. D. Contract & Professional Services - Counseling, System Support, etc.**

Identify Each Contract or Service	Cost
	\$
<b>Services Costs</b>	<b>\$</b>

## 2. E. Other - Miscellaneous

Identify Miscellaneous Cost	Cost
	\$
<b>Total</b>	\$
<b>Miscellaneous Cost</b>	

### 3. A. Equipment Subject to Depreciation

Equipment to be Depreciated (1)	New or Used (2)	Date Purchased (3)	Quality (4)	Total Actual Cost (5)	Salvage Value (6)	Amount to be Depreciated (7)	Useful Life (8)	Chargeable Annual Depreciation (9)
Charges								Total Equipment Depreciation
								\$

**3. B. Small Equipment Purchases** (Equipment costing under \$25,000)

Item	Quantity	Small Equipment Purchases
		\$
<b>Total Small Equipment Purchases</b>		\$

**3. C. Leased and Rented Equipment**

Item	Model and Year	Quantity	Leased and Rented Equipment Charge
			\$
<b>Total Leased and Rented Equipment</b>			\$

**Budget Computation**

Total Operating Expenses \$ \_\_\_\_\_ Divided by Total Operating Units \_\_\_\_\_ = Unit Rate.

Unit Rate \_\_\_\_\_ x Number of Units Purchased \_\_\_\_\_ = 100% Contract Value  
\_\_\_\_\_.

LETTER OF INTENT TO SUBMIT A RESPONSE TO A  
REQUEST FOR PROPOSAL

Mahoning County Department of Job and Family Services  
P.O. Box 600  
709 N. Garland Avenue  
Youngstown, Ohio 44501  
Fax: 330/740-2617

\*\*\*PLEASE PRINT CLEARLY OR TYPE\*\*\*

TO: Charles Venable, Researcher

From: Director/President/CEO: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)

E-mail Address: \_\_\_\_\_

RE: Letter of Intent for **SERVICES FOR MCDJFS PREVENTION, RETENTION AND  
CONTINGENCY PROGRAM (PRC) AND OHIO WORKS FIRST (OWF)**

\_\_\_\_\_ intends  
(Agency/Business)

to submit a proposal in response to the Request for Proposal for service . Please direct all correspondence to  
the contact person listed below.

Name: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Ste/FI: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Submission of this from by 4:00 PM on the day of the Bidders' conference will ensure your inclusion in the  
notice list for correspondence regarding addenda to or clarification of this RFP. After the Bidders' Conference,  
all subsequent questions and answers will be forwarded upon receipt of the Letter of Intent. Failure to submit a  
Letter of intent will result in the provider's exclusion from this list, which will result in missing notification of  
significant information regarding this process.

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Agency) \_\_\_\_\_ (Title)

AFFIDAVIT

STATE OF \_\_\_\_\_)  
\_\_\_\_\_) )  
COUNTY OF \_\_\_\_\_)

TO: THE AUDITOR OF MAHONING COUNTY, OHIO:

\_\_\_\_\_, being first duly sworn, deposes and says as follows:

1. Affiant is \_\_\_\_\_ of  
\_\_\_\_\_, the business entity  
that has submitted to the Board of Mahoning County Commissioners  
a bid for \_\_\_\_\_.
2. That, at the time that the aforesaid bid was submitted, that date being  
\_\_\_\_\_, the said business entity was not charged with  
any delinquent personal property taxes on the general tax list of personal  
property of the County of Mahoning, State of Ohio.

And further Affiant sayeth not.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Business Address

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

A Notary Public in and for said County and State.  
My Commission expires \_\_\_\_\_.

[S E A L]

OHIO REVISED CODE

[Contractor to submit statement as to delinquent taxes; incorporation]

After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty days of the date submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.